UNITED NATIONS **ST**

Secretariat

ST/IC/1997/53
25 August 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 LANGUAGE PROFICIENCY EXAMINATIONS

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 1998 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The 1998 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 3 and 4 February 1998
Registration, first session	Monday to Friday, 12 to 23 January 1998
Second session	Tuesday and Wednesday, 26 and 27 May 1998
Registration, second session	Monday to Friday, 4 to 15 May 1998

Those who wish to take the examination in February or May 1998 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written part and an oral part. The schedules for February and May 1998 written examinations are as follows:

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* Expiration date of the present information circular: 31 December 1998.

(a) First session

Tuesday, 3 February 1998

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

Wednesday, 4 February 1998

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

(b) Second session

Tuesday, 26 May 1998

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

Wednesday, 27 May 1998

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination time in order to allow for check-in procedures.

4. The number of the conference room in which each examination will be held will be posted in the Secretariat building on the fourth, fifth and sixth floor bulletin boards and on those in DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-April 1998 for the first session in February, and by mid-July 1998 for the second session in May. No results will be available prior to official notice.

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8. Pending preparation and issuance of an administrative instruction conforming to the provisions of bulletin ST/SGB/1997/1 on the rules and procedures governing language proficiency examinations and language incentives, staff members are requested to consult administrative instruction ST/AI/207 of 23 December 1971 and information circular ST/IC/1997/23, copies of which can be obtained in room S-606.